



September 2014

School of Business, IT & Management

REMEMBER THESE IMPORTANT DATES!
(PLEASE REFER TO THE STUDENT HANDBOOK FOR COMPLETE LISTINGS)

September 9th

- Last day for late program registration.
- Last day for fall semester course changes or program changes.

September 16th

- Last day for full-time students to withdraw with full-refund , less \$100.00 administration fee.
- Last day for refund eligibility when dropping to part-time
- Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.

September 30th

- Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be **recorded on the academic transcript with a “W” to indicate withdrawal.**
- Last day for applications for Fall semester subject exemption/credit
- **Student Health Insurance Plan “Opt-out” deadline.**

November 7th

- **Last day to withdraw from a fall semester subject with a ‘W’ (no academic penalty).** After this date, all subjects will be graded and **recorded on the student’s transcripts.**

November 18th

- On-line registration for winter 2015 semester courses begins. Check MyCampus for registration windows.

Timetable Update:

Students should reprint their schedule on a regular basis to see if any changes have been made.

Contact:

Information Technology Support
905-721-3333



OFFICE STAFF

Hours: Mon-Fri 8 a.m. to 4:30 p.m.

Contact: 905-721-3064

Judy Spring, Dean

Jackie Bathe, Associate Dean

Pam Guida, Administrative Assistant

Victoria Kee, Administrative Assistant

Lisa Burt, Administrative Coordinator

Melissa Brown, Student Advisor—
Business Programs

Heather Dunlop, Student Advisor—I.T.
and Management Programs

SPECIAL POINTS OF INTEREST

- Check out our website at <http://bitm.durhamcollege.ca> Program Guides are available by clicking on individual programs from this website.
- Be sure to check MyCampus to keep up to date with college life.
- In late October, all first year students will receive interim marks that indicate their progress in each subject.



IMPORTANT DATES CONTINUED...

December 8th—12th

- Fall semester final examinations/evaluations.

Dec. 24, 2014-Jan. 2, 2015

- Campus closed for holiday season.

December 18th

- Grades are available to view electronically as of 4 p.m.
- Full-time Oshawa campus students may process timetable changes for the winter semester through MyCampus as of 4 p.m.

January 5th, 2015

- Registration for part-time students begins.
- Winter classes begin for September start students.

January 6th, 2015

- Winter classes begin for January start students.

*“Education is not the filling of a pail, but the lighting of a fire.”
William Butler Yeats*

PROGRAM OF STUDIES

- All students are responsible to review the prerequisites and corequisites in their program of studies.
- The prerequisites & corequisite are outlined in the Program Guide which are available at <http://bitm.durhamcolleg.ca>. Click on an individual program to be linked to the correct program guide.
- Program Guides are an important and useful tool showing the program of studies, including prerequisites and corequisites, policies, faculty listings and other important information.
- A failed course(s) could tag on another year of studies depending on the prerequisites/corequisite in the system.
- A delay in graduation is often the case when students fail a course(s).

COURSE OUTLINES

- Every course at Durham College has a detailed course outline that is made available to students through MyCampus. The subject outline is a contractual agreement that defines the course outcomes and the criteria by which a course is evaluated.
- It is the students responsibility to review each individual course outline and familiarize themselves with the course policies and evaluation criteria.

IMPORTANT THINGS TO KNOW

- At the end of the academic year, students who achieved too many marks in the D range (mark of 50—59) and whose cumulative GPA is under a 1.5 run the risk of automatically failing out of the program.
- In order to graduate, all students must have a cumulative GPA of 2.0.

Attendance and Grades

Exceptional attendance in classes is important for success in any program of studies. While every attempt should be made to attend class, it is likely that the occasional absence will occur. In the case of an emergency or illness, students should contact their professor prior to the class they will be missing (in some cases, a doctors note may be required).

Refer to the course outline or program guide for official procedures regarding missed assignments or tests.



YOUR STUDENT ADVISORS...

- FOR AN APPOINTMENT PLEASE CALL 905-721-3064

Melissa Brown —
Business Programs
Email: melissa.brown@durhamcollege.ca
Phone: 905-721-2000 ext.2268 Office: C223

Heather Dunlop —
I.T. & Management Programs
Email: heather.dunlop@durhamcollege.ca
Phone: 905-721-2000 ext. 2151 Office: C223

STUDENT SUCCESS SERVICES AT A GLANCE

Access Support Centre—Formally CSD (Room SW116): The Access Support Centre is dedicated to providing equal and accessible education for all. If you have a hearing, learning, medical, physical, psychiatric or visual disability you are encouraged to contact the ASC to receive support in these areas.

disabilities@durhamcollege.ca

Financial Aid + Awards (Student Services Building): Financial planning is a vital element to being successful and the Financial Aid + Awards office is on hand to help you make the right financial choices for your education. There are several financial aid programs to assist you. These include, the Ontario Student Assistance Program (OSAP), scholarships and bursaries, financial aid advising, bursaries for students with disabilities or child care needs, summer and student employment programs, the Ontario Work Study Program (OWSP), and off campus housing.

financialaid@dc-uoit.ca or studentawards@dc-uoit.ca

SALS—Student Academic Learning Services (Students Services Building SSB204): The SALS Centre offers services to enhance your learning skills including a college peer tutoring program, computer-based tutorials, subject specific clinics, and small group support from writing specialists and learning skills advisors.

learnersupportcentre@dc-uoit.ca

Or visit the website: <http://durhamcollege.ca/lsc>

HEALTH CENTRE



The Health Centre provides you with numerous confidential health-care options including:

- Daily access to physician and nursing staff;
- A walk-in medical clinic;
- Physical examinations;
- Treatment of disease, illness and injury;
- On-site laboratory (STI testing, blood work, throat swabs, etc.); and
- Allergy injections, immunizations, gynecological health-care and prescriptions.

An on-site pharmacy provides you with prescription medication dispensing services, wellness information and over-the-counter sales.

If you require assistance dealing with relationship issues, family problems, stress, depression or other personal problems, a team of health-care and counseling professionals are available to provide support, discussion, therapy, education and referrals.

Campus Recreation and Wellness Centre
healthcare@dc-uoit.ca

Phone: 905 - 721 - 3037